

AIR NATIONAL GUARD
FISCAL YEAR 2016 (FY16)
AIR FORCE SENIOR NONCOMMISSIONED OFFICER ACADEMY/ADVANCED
LEADERSHIP EXPERIENCE
AND
SISTER SERVICE SENIOR NONCOMMISSIONED OFFICER ACADEMY
APPLICATION ANNOUNCEMENT



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1. Course Description: The AFSNCOA ALE goal is to develop adaptable Senior Enlisted Leaders to operate critically, strategically and jointly in complex and ambiguous environments. This experience provides students with education that prepares them for leadership and management opportunities, provides avenues for strategic thinking, and enables deeper understanding of communication theories at higher levels of learning through writing, reflective thinking, and application of all concepts and principles in an immersion lab. Students are able to apply their understanding of concepts covered in Course 14v6 as well as additional concepts covered during the resident course.

2. APPLICATION DEADLINE: All application packages must be received by NGB/HRT no later than (NLT) **20 May 2015**. (Please follow instructions for the submission process on this announcement) **Applications received after this date will not be considered.**

3. AUTHORITY:

- A. AFI 36-2301_AFGM 2014-01, *Developmental Education*, dtd 31 July 2014.
- B. AFI 36-2905, *Fitness Program*, dtd 31 Oct 2013 and subsequent guidance memorandums.
- C. AFDD1-1, *Leadership and Force Development*, dtd 8 November 2011.

4. SISTER SERVICE SENIOR NONCOMMISSIONED OFFICER ACADEMY (SSSNCOA):

SSSNCOA OPPORTUNITIES: **Please note attendance at a SSSNCOA does not award CCAF credits.**

1. US ARMY SERGEANTS MAJOR ACADEMY (USASMA)

Location: Fort Bliss, Texas
Number of Academic Days: 207 Academic Days (41 weeks and 2 days)
Course Number: L5AZA8F090 000
Eligibility Criteria: Must be a SMSgt (E-8) and possess a current secret security clearance.
US Army Sergeants Major Academy Web Site:
<https://usasma.bliss.army.mil/site/default.asp>

NOTE: This course requires a Permanent Change of Station (PCS)

2. US NAVY SENIOR ENLISTED ACADEMY(USNSEA)

Location: Newport, Rhode Island
Number of Academic Days: 9 Weeks Distance Learning and 3 Weeks In-Residence
Course Number: USNSEA 100
Eligibility Criteria: Must be a SMSgt (E-8)
US Navy Senior Enlisted Academy Brochure:
<http://www.usnwc.edu/SeniorEnlistedAcademy/>

3. US COAST GUARD CHIEF PETTY OFFICER ACADEMY(CGPOA)

Location: Petaluma, California
Number of Calendar Days: 32 Days
Course Number: USNSEA (CG) 100
Eligibility Criteria: Must be a MSgt (E-7)
US Coast Guard Chief Petty Officer Academy Web Site:
<http://www.uscg.mil/hq/cg1/TracenPetaluma/CPOA/default.asp>

4. US MARINE CORPS STAFF NCO ACADEMY ADVANCE COURSE(USMCSNCOA)

Locations: Quantico, Virginia (OR)
Camp Lejeune, North Carolina
Number of Academic Days: 33 Days
Course Number: USMC SNCOA 100
Eligibility Criteria: Must be a MSgt (E-7)
Marine Corps Staff NCO Academy Web Site:
<https://www.mcu.usmc.mil/epme/SitePages/Advanced.aspx>

5. ELIGIBILITY AND FITNESS REQUIREMENTS:

A. MSgt/SMSGt with 12-18 years Time in Service (TIS).

NOTE: Members who exceed 18 years TIS may apply with concurrence of their State Command Chief. Nomination letter from the member's State Command Chief or Statutory Tour Command Chief will serve as concurrence.

B. Current policy allows for students to complete AFSNCOA Course 14v6 in conjunction with ALE. In the event of a policy change, selectees may be required to complete Course 14v6 NLT 45 days prior to CSD.

C. Must possess a 7 skill level in Primary AFSC (PAFSC).

D. Must have a passing fitness assessment score at the time of application and throughout the duration of the program.

E. Must be prepared to participate in the Air Force Fit to Fight (FTF) Program or applicable sister service fitness program while attending AFSNCOA/ALE or SSSNCOA. Please refer to AFI 36-2905, *Fitness Program*. Member must hand carry a copy of current passing fitness assessment results when reporting to the SNCOA/ALE.

F. Additional SSSNCOA eligibility requirements:

1. All nominees requesting a SSSNCOA course must have completed any version the AFSNCOA Distance Learning Course and completion must be reflected on the nominee's Virtual MPF (vMPF) RIP.
2. All nominees requesting a SSSNCOA course must have completed the Senior Enlisted Joint Professional Military Education (SEJPME) online course and completion must be reflected on the nominee's vMPF RIP. Course is available through Joint Forces Staff College at:
<http://jfsc.ndu.edu/Academics/SeniorEnlistedJointProfessionalMilEducation/SEJPMEAppandRegInfo.aspx>

3. Nominees requesting a SSSNCOA course may not have any fitness exemptions on their fitness assessment at the time of application or at the time of attendance.
4. Members may not attend a SSSNCOA course while on a profile.
5. Members must meet the eligible rank criteria at the time of application to be considered for the appropriate SSSNCOA course.
6. Nominees requesting to be considered for the US Army Sergeants Major Academy (USASMA) must submit a separate memorandum with the endorsements of the Wing Commander or equivalent through The Adjutant General (TAG) or equivalent, acknowledging that the member is requesting to be considered for the USASMA and a permanent change of station will be required for attendance. Failure to submit this memorandum will disqualify the nominee from consideration for this course.
7. Members selected to attend the USMC or USNSEA must meet that services body composition standards. (Refer to USMC or UNNSEA website for more info)

6. APPLICATION PROCEDURES AND REQUIRED DOCUMENTS:

A. Application Worksheet (Attached): Complete all required fields. Applicants should rank order their preference of the available class dates. **NGB/HRT will make every effort to place you in your desired class date.**

B. Applicant Letter of Intent:

1. Should be no more than 1 page, written and signed by the applicant.
2. Should outline how the completion of or attendance at the AFSNCOA/ALE or SSSNCOA will benefit the individual, Wing, State and Mission.
3. Should attempt to incorporate the three major institutional competencies found in AFDD1-1 dtd 8 November 2011. These competencies are:
 - a. Personal Competency
 - b. Leading People/Teams
 - c. Organizational Competency
4. Should include both military and civilian experience, if applicable.
5. Should follow the "Personnel Letter" format found in AFH 33-337, The Tongue and Quill, 1 August 2004, Page 167.

6. Should be addressed to the individual's State Command Chief or Statutory Tour Command Chief, as appropriate.

C. AF IMT 1206, Nomination for Award (front page only):

1. Must not exceed 30 lines including topic headers.
2. Should be completed by the applicant's first line supervisor.
3. Must address the following subjects covering the last three years of service:
 - a. Military Job Performance
 - b. Demonstrated Self Improvement
 - c. Base/Community Involvement

D. Nomination Letters: Nomination letters must be from the member's State Command Chief or Statutory Tour Command Chief.

NOTE: For members who exceed 18 years TIS please include a statement affirming that TIS, total active federal military service, date of rank, and completion/incompletion of Course 14v6 have been considered and that member is recommended to attend AFSNCOA.

E. vMPF Record Review/Update (Print all pages): (Current within 60 days of submission. All pages of the vMPF must be submitted). It is incumbent upon each applicant to ensure their personnel information is correct in vMPF, as this is the only information that may be reviewed by the panel. The Record Review/Update is available through vMPF on the Air Force portal.

F. AFFMS II printout: Current fitness assessment must reflect a current, passing score as of the date of application. Selected candidates will be required to provide an updated fitness certificate prior to course start date, as necessary.

G. Resume (Military/Civilian): No longer than three pages.

H. Stratification: Submission of two or more applicants in any DE course requires stratification by the State CCM. A stratification letter must be submitted **separately** to the Developmental Education Panel. It is not part of the applicant's package. State CCM's will rank the applicants in merit order and email to ang.forcedevelopment@ang.af.mil.

7. PROCESSING INSTRUCTIONS:

A. Wing/State Level: The processing of field applications should follow established Wing/State level procedures for approval.

B. Statutory Tour: Processing of application packages for Statutory (Stat) Tour members will adhere to any specific directorate/organizational procedures. At a minimum, this must include routing through the member's Supervisor, Superintendent,

and A-Staff Director (or equivalent). **The application package must include a completed ANG Statutory Tour Formal Training Request Worksheet.** Directorates (or equivalent) must follow submission process in paragraph 8 below and use “ST” as state abbreviation. NGB/HRT will forward all statutory tour packages to the Statutory Tour CCM for approval and stratification.

8. SUBMISSION PROCESS:

A. The Joint Force Headquarters (JFHQ) or directorate will electronically load completed application package in one single PDF document in the order listed in paragraph D below. Submit through AMRDEC at <https://safe.amrdec.army.mil/safe> **no later than 20 May 2015.** Please do not upload multiple packages together. Each package must be uploaded individually through AMRDEC.

B. To ensure NGB/HRT has access to the files, use the following email address in the “Recipient Information” section: ang.forcedevlopment@ang.af.mil

C. Please use the following naming structure for your **file name and file description**:

“2016-507 – SNCOA Last Name, First Name, Rank – State Abbreviation”

Example: 2016-507 - SNCOA Doe, John, SMSgt – MI

D. JFHQ or directorate: Ensure application package is in the following order:

1. FY16 AFSNCOA and SSSNCOA Application Worksheet
2. Letter of Intent
3. Resume
4. AF IMT 1206, Nomination for Award (front page only):
5. Nomination Letters
6. AFFMS II printout
7. Virtual MPF (vMPF) Record Review

E. Applications received prior to closeout will be reviewed for completeness. Incomplete packages will be returned to JFHQ or directorate for resubmission of complete package by closeout date.

F. JFHQ or directorate will receive a confirmation from AMRDEC when the package is downloaded by NGB/HRT. If a confirmation email is not received within five business days, please contact the course POC listed at the end of this announcement.

9. SELECTION ANNOUNCEMENT PROCESS:

A. **Selection Criteria:** Panel scoring is based on the total person concept that includes (but not limited to) education, previous PME, other courses, experiences, the letter of intent, AF Form 1206, resume, and vMPF. The stratification provided by the member’s State or

Statutory Tour Command Chief is considered when determining an individual's score. It is the responsibility of the member to update any incorrect and/or missing data on the vMPF RIP; as such errors may affect the applicant's overall score.

B. Selection Process: NGB/HR will convene a diverse selection panel to evaluate applications based on the information provided. A merit listing will be forwarded to NGB/CF for final approval.

C. Selection Notification: NGB/CF will publish final selections to the TAG. NGB/CFC will forward to the State Command Chiefs, and NGB/HR will forward to the FDO/FSS.

10. CLASS SCHEDULE: Actual dates are unknown at this time; projected time frames are listed below. SSSNCOA dates will be released at a later date.

SNCOA 16-A	Oct 2015
SNCOA 16-B	Jan 2016
SNCOA 16-C	Mar 2016
SNCOA 16-D	May 2016
SNCOA 16-E	Aug 2016

11. ADDITIONAL INFORMATION:

- A. AFSNCOA website is available through the home page of the AF Portal under quick links, EDUCATION/TRAINING/FORCE DEVELOPMENT/AF Senior NCO Academy. <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1343FB0FB5E044080020E329A9>
- B. Tips for developing an effective SNCOA/ALE application package can be found on our website: <http://www.ang.af.mil/careers/forcedevelopment/index.asp>
- C. Questions concerning this announcement can be emailed to ang.forcedevelopment@ang.af.mil. Points of contact are MSgt Lisa Happ (Primary), Comm: 240-612-7097, DSN: 612-7097 or SMSgt Sherry Marnell (Alternate), Comm: 240-612-8331, DSN: 612-8331.